



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON 25

September 23, 1960

Heads of Departments and Agencies

The policies of this Office have been changed with respect to the disposition of amounts collected on debt matters reported here by the various departments and agencies. See B-138706, dated August 15, 1960, as amended by B-138706, dated September 12, 1960, 40 C.G.

Accordingly, effective November 1, 1960, rather than October 1, 1960, as specified in the above letter, the Claims Division will institute the following new procedures:

1. When remittances are received by check, money order, etc., the individual accounts of the various debtors will be appropriately credited and the remittances will be endorsed by the General Accounting Office and delivered or forwarded to the agency involved for deposit. Immediately beneath the endorsement stamp of the General Accounting Office there will be shown the applicable appropriation or fund symbol which will form the basis for the agency's deposit action. Generally, on a daily basis, we will deliver to the respective departments and agencies the various remittances applicable to their operations, together with two copies of a numbered transmittal form, one copy of which will be receipted and returned. If cash is received it will be similarly processed and there will be attached information showing the funds to be credited.

2. All collections applicable to appropriation or fund accounts which are known to be officially closed, or as to which the pertinent account is not clearly apparent from the contents of the administrative report, will be deposited as miscellaneous receipts by the General Accounting Office.

3. In all cases where a check is returned to the depositing agency because of insufficient funds, etc., the agency adjustments necessary to reverse the prior deposit action will be taken and pertinent information relative thereto will be furnished the Claims Division, together with the check so that the individual accounts may be similarly adjusted and further demands made upon the debtor.

4. Each department and agency is requested to immediately advise the Claims Division as to the name and address of one and only one person or office in each department and agency authorized to receive the collections made by our Claims Division.

The GAO Manual for Guidance of Federal Agencies will be appropriately revised.

1st Comp
ITAS

Joseph P. Bell